

FEB 13 2020

**TIPPECANOE COUNTY PUBLIC LIBRARY**  
**REGULAR MONTHLY BOARD MEETING**  
**Tuesday, February 4<sup>th</sup>, 2020**  
McAllister Room B  
627 South Street, Lafayette, Indiana, 7:00 pm

Call to order

Pledge of Allegiance

Approval of Minutes: January 7<sup>th</sup>, 2020

County Librarian's Report for February 2020

Approval of Personnel Actions: February 4<sup>th</sup>, 2020

**COMMITTEE REPORTS**

Facilities

Finance

Personnel

Nominating

Foundation Liaison

Friends Liaison

**OTHER REPORTS:**

Friends of TCPL

**OLD BUSINESS:**

Draft Naming Policy

**NEW BUSINESS:**

Capital Assets Policy & Resolution

Outreach Recommendation

**OTHER BUSINESS:**

Approval of Claims

Comments from the Public

Comments from the Board

Comments from the Director

**ADJOURNMENT**

**TIPPECANOE COUNTY PUBLIC LIBRARY**

**REGULAR BOARD MEETING**

627 South Street, Lafayette, Indiana

**January 7<sup>th</sup>, 2020**

**MINUTES**

Notice of the date, time, place and agenda for this meeting was posted in prominent public view at the Library and mailed to requesting media on Thursday, January 2, 2020 in conformity with the Indiana Open Meeting Act.

**PRESENT:**

Gail Summers, President  
Stephen Bultinck, Vice-President  
Dave Lahr, Treasurer  
Mary Springer, Secretary  
Brandon Hawkins, Member  
Lora Goonewardene, Member

**ABSENT:**

Mida Grover, Member

**GUESTS**

Sharon, member of Leadership Lafayette  
Harry Mohler, Local Architect  
Janet Bessler, President, Friends of TCPL  
Jos N. Holman, County Librarian

President Gail Summers chaired the regular Board meeting and called it to order at 7:00 p.m. A quorum was declared to conduct business for the library.

Board Secretary Mary Springer led the Board in reciting the Pledge of Allegiance.

Board member Brandon Hawkins moved the **Board Minutes** of December 3<sup>rd</sup> and December 23<sup>rd</sup>, 2019 be approved as presented. Board Vice President Stephen Bultinck provided a second and the motion passed.

Under the heading of the **County Librarian's Report**, Mr. Holman brought a few items to the Board's attention. He indicated he granted permission to a representative for the 2020 Census to set up a table once a week to recruit census workers at the downtown library. The representative was directly instructed that individuals cannot be solicited for these job opportunities. Individuals who approach the table on their own are allowed to engage in conversation. He also indicated Census recruitment materials were posted on bulletin boards at all TCPL locations. Mr. Holman reported TCPL's comprehensive insurance package was reviewed and accepted for renewal in late December. This insurance package covers general property and liability insurance, auto insurance, worker's compensation coverage, and commercial crime. There was an effort to comparison shop the insurance package with other companies, but Liberty Mutual still had the best quote. Once completed, the new branch will be changed from construction protection insurance to a regular status in the insurance package. The library's annual Dr. Martin Luther King, Jr. celebration will take place on Monday, January 20<sup>th</sup> at 11:00 a.m. in the downtown meeting room. The keynote speaker will be Dr. Cornelius Bynum, an Associate Professor of History in Purdue's College of Liberal Arts. The musical portion of the program will be presented by a men's group from Second Baptist Church. The program lasts for one hour with refreshments served afterwards.



Mr. Hawkins moved to approve the January 7<sup>th</sup>, 2020 **Personnel Actions**. Board member Lora Goonewardene seconded the motion and it passed unanimously.

Under the heading of **Committee Reports**, Board Treasurer Dave Lahr reported on behalf of the Ad Hoc Naming Committee. Mr. Lahr reminded the Board of the committee's recommendation of two names, Wea Plains and Wea Prairie for the new South branch. He also briefly mentioned the work of committee member Mary Springer in researching the geographic area. A formal motion will take place under the heading of New Business.

Under the heading of **Other Reports**, Friends President Jan Bessler shared a few things related to Friends activities. Mrs. Bessler reported the Friends are working on developing a slate of new officers for its next fiscal year. She also mentioned the Friends Scholarship committee was actively reviewing its application and criteria for eligibility in order to award spring scholarships. Finally, she indicated the Friends will hold their annual meeting on Tuesday, March 17, 2020 and invited the Board to attend. Also, under **Other Reports**, Mrs. Summers shared a document representing Board committee assignments for 2020. She asked for feedback regarding the assignments and indicated the assignments would stand as presented.

There was no **Old Business**.

Under the heading of **New Business**, the Board revisited its discussion on the name for the South branch. Mr. Lahr moved to approve the name "Wea Prairie" as the name of the almost completed South branch facility. Mrs. Springer provided a second to the motion. The motion was approved as presented.

Under the heading of **Other Business**, President Summers requested a motion to suspend the regular meeting. At 7:22 p.m., Mr. Bultinck moved to suspend the regular meeting and convene the Board of Finance to consider financial matters and routines for 2020. Mrs. Goonewardene seconded the motion and it passed. The first item of business was to elect a President and Secretary of the Board of Finance. It was suggested Board President Gail Summers and Board Secretary Mary Springer serve as officers of the Board of Finance. Mr. Bultinck moved to nominate and elect by consensus Gail Summers as President and Mary Springer as Secretary of the Board of Finance. Mrs. Goonewardene provided a second and the motion passed. Regarding the TCPL Investment Policy, Mr. Bultinck moved to reaffirm the Investment Policy of the Tippecanoe County Public Library. Mrs. Springer seconded the motion. The Board discussed what appears to be an outdated part of the policy dealing with Indiana Code 5-13-9. The County Librarian indicated he would check to see if the language in the Indiana Code was still relevant. The Board voted on and passed the motion. The County Librarian informed the Board of the local banks which served as depositories in 2019. Mr. Bultinck moved to designate the following banks as depositories for library funds in 2020: Old National Bank, First Merchants Bank and Kentland Bank. Mr. Hawkins provided a second and the motion passed. Mr. Hawkins moved that the Lafayette Journal & Courier and the Lafayette Leader be approved as designated newspapers to publish TCPL's legal advertisements in 2020. Mrs. Goonewardene seconded the motion and it passed. Mr. Bultinck moved to approve the request for advance tax draws from the County Auditor for the 2020 fiscal year. Mr. Hawkins provided a second and the motion passed. At 7:45p.m., Mr. Lahr moved to adjourn the Board of Finance meeting and reconvene the regular Board meeting. Mr. Bultinck seconded the motion and it passed.

Also, under **Other Business**, Mr. Lahr moved to approve the grand total of the claims listing presented by the County Librarian starting with claim number 29341 through 29401. The prewritten claims were \$106,758.98 and the regular claims were \$533,030.84 for a grand total of \$639,789.82. Mr. Hawkins seconded the motion and it passed.

There was no **Other Business**.

Mr. Bultinck moved to adjourn the regular Board meeting at 7:58 p.m. Mrs. Goonewardene seconded the motion and it carried.

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Mary Springer, Secretary

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## County Librarian's Report

### February 2020

1. TCPL department heads have prepared quarterly reports reflecting departmental activities, services, and programs of 2019. The year-end statistics for various categories has also been finalized. Copies of the reports are included in this mailing.

2. TCPL was notified it was identified as a beneficiary in the estate of Robert and Gloria Comingore. Mrs. Comingore was born in Lafayette, but spent a good portion of her adult years in Oregon. Her great nephew, Dan Comingore is handling the affairs of her estate. Presently, TCPL is a beneficiary to an account held at Bank of America. The amount bequeathed to TCPL is estimated to be close to \$20,000. These funds could really be helpful to putting the final touches on the Wea Prairie Branch.

3. TCPL's annual Family Read Aloud program starts on Tuesday, February 1<sup>st</sup>, 2020 and continues throughout the month. Several stand-alone programs will take place once a week and usually on Saturdays. The program is sponsored by the Friends of TCPL and the Purdue Federal Credit Union. A copy of the handout with program activities is included in this mailing.

4. The Friends of TCPL will have their annual meeting on Tuesday evening, March 17. The Friends will elect and install new officers and award staff scholarships. They usually auction off small book/library related items and refreshments are available at the end of the meeting.

5. The downtown library's Dr. Martin Luther King, Jr. holiday celebration went very well. There were about 150 people in attendance. It was challenging to count everyone with a standing room only crowd. Both the men's ensemble from Second Baptist and Dr. Cornelius Bynum as keynote speaker were very well received by the audience. It was a good program that engendered comraderies and conversation afterwards. TCPL received good TV news coverage of the event.

6. As a system, TCPL is diligently working on converting the downtown library print and non-print materials into a RFID (Radio Frequency Identification) collection. The target date of February 10, 2020 is within sight. Staff members are working very hard to meet the deadline. Two portable RFID stations with functioning equipment were rented to facilitate a ramped up effort to finalize this work. The goal is to make sure the downtown collection is completely converted before the Wea Prairie Branch opens.

7. The TCPL investment account with the bond issued monies to fund construction of the Wea Prairie Branch has done fairly well. To date, the total amount of interest generated is greater than \$50,000. With less than two months of construction activity remaining, it is anticipated the account will need to be closed by May of 2020. Depending on the minimum amount necessary for deposit, TCPL's Finance committee may consider additional investment opportunities.

8. As of this writing, two TCPL staff members will attend the Public Library Association national conference in Nashville, TN in late February. Neal Starkey and Carrie Pedigo will attend the bi-annual conference that is the premier event for public libraries. With over 100 programs focused on public library services, programs, collections, and operations, this should be a good conference.

9. A new employee system orientation will be held on Wednesday, February 5<sup>th</sup> at 5:30 p.m. in the Friends Conference Room. Any TCPL staff member who has not previously attended this orientation should attend. Refreshments will be served.

10. The County Librarian was appointed to another year of service on the Lafayette Redevelopment Commission. During the January meeting, Mr. Holman was elected to serve as Commission President for 2020. The monthly meetings are usually held at 11:00 a.m. the third Thursday of the month, so it is a work-time commitment. Additionally, the County Librarian has applied to be a book in the Purdue Human Library 2020. The event is being held at the Purdue Memorial Union on February 25 from 2 p.m. to 7 p.m. This is my third year of participation as I really enjoy interacting with the students.